

CULTURAL DIVERSITY

SPECIAL EMPHASIS TRAINING EVENTS 'AT A GLANCE'

- In this packet are materials for at least 10 training events!
- You choose the event!
- You choose the time!

Presented by the:

Mississippi State Civil Rights Committee

CULTURAL DIVERSITY

TRAINING EVENTS--'AT A GLANCE'

WHAT IS A SPECIAL EMPHASIS PROGRAM?

Special emphasis programs are those programs that focus special attention on certain specific groups as a result of a particular law, regulation, and/or Executive Order. Special emphasis programs were initiated to address the employment-related concerns of groups not specifically included in other programs where a need for special emphasis has been demonstrated. Outreach to historically under-served customers has been added as an objective of special emphasis programs.

Special emphasis programs include the following:

- Federal Women's Program
- Hispanic Emphasis Program
- Disability Employment Program
- Veteran's Employment Program
- Asian-Pacific American Emphasis Program
- Native American Emphasis Program
- Black Emphasis Program

These special emphasis programs provide focus on issues such as employment, promotion, training, career enhancement, and outreach to customers. Specific special emphasis program events might cover:

January	--	Martin Luther King Day
February	--	Black History Month
March	--	Women's History Month
May	--	National Asian/Pacific American Month
May 5	--	Cinco De Mayo
June	--	Juneteenth
August 26	--	Women's Equality Day
September	--	Hispanic Heritage Month
October	--	Disability Awareness Month
November	--	Native American Heritage Month

Special Outreach Meetings and/or Programs

WHAT IS A SPECIAL EMPHASIS EVENT?

A special emphasis event is an organized event to provide information to employees on cultural diversity.

WHY IS IT IMPORTANT TO UNDERSTAND CULTURAL DIVERSITY?

We live and work in a culturally diverse world. The more we understand about cultural differences, the easier it is to communicate, work with others, and provide exceptional customer service.

WHAT IS IN THIS PACKET?

This packet provides step-by-step information on how to host special emphasis events in your office.

WHERE DO I START?

Pick an event.

Decide what type of event you would like to host.

Do you want to...

Host a luncheon serving ethnic foods?

Invite a guest speaker?

Include a training exercise?

Host a field trip?

Develop a bulletin board display?

Attend a career fair?

An event checklist/planning list is enclosed for your convenience.

Pick The Event.

Pick The Date.

Pick The Way You Will Make it Happen.

IT'S ALL UP TO YOU!

Purpose: To provide employees an opportunity to experience another culture through its traditional foods.

Host a Luncheon Serving Ethnic Foods	
Action	Date Completed
1. Establish an event team/committee/facilitator in your office to organize and facilitate the luncheon.	
2. Team/committee/facilitator establishes a date for event.	
3. Team/committee/facilitator meets to prepare a menu; for example, Chinese/Japanese/Vietnamese foods in celebration of Asian-Pacific American Heritage Month; Hispanic foods in celebration of Hispanic Heritage Month; etc. The luncheon can be presented as a cooking contest with 1 st , 2 nd , and 3 rd place prizes awarded. Also, at this time the team/committee/facilitator should decide on decorations (if any) and a theme for the event; for example, a theme for a Women's History Month event could be "Women in Agriculture," and decorations could be photographs of local women in agriculture.	
4. Team/committee/facilitator recruits employee volunteers to prepare and donate food for event. A sign-up sheet with items needed is always helpful. Everyone loves "home cooking," and a luncheon provides employees who enjoy cooking an opportunity to showcase their talents and skills. Also, make sure you include paper plates, cups, and plastic utensils on your list of items needed.	
5. Team/committee/facilitator reserves room for luncheon.	
6. Team/committee/facilitator distributes invitation flyers (original included for reproduction) to employees and posts poster advertising event in office.	
7. Team/committee/facilitator reminds cooks the day before the event of foods they volunteered to bring.	
8. Team/committee/facilitator arranges and/or decorates room for luncheon.	
9. Team/committee/facilitator hosts luncheon.	
10. Team/committee/facilitator takes photographs of event, posts photographs on scrapbook pages (pages enclosed for your convenience), and forwards copies of photographs to area offices.	
11. Team/committee/facilitator distributes participant evaluation to attendees. Completed evaluations are forwarded to area offices.	

Purpose: To provide employees an opportunity to learn more about a culture and hear a personal success story.

Invite Guest Speaker	
Action	Date Completed
1. Establish an event team/committee/facilitator in your office to organize and facilitate inviting a guest speaker to an event.	
2. Team/committee/facilitator establishes a date for event.	
3. Team/committee/facilitator reserves room for event.	
4. Team/committee/facilitator determines what subject(s) to have a speaker address.	
5. Team/committee/facilitator develops a list of possible speakers to invite to event and assigns responsibility of contacting speaker(s) to team/committee/facilitator.	
6. After a speaker(s) has confirmed attendance at event, team/committee/facilitator sends a letter to speaker thanking him/her for agreeing to speak to employees and giving directions to event.	
7. Team/committee/facilitator distributes invitation flyers (original included for reproduction) to employees and posts poster advertising event in office.	
8. Team/committee/facilitator calls speaker(s) 1-2 days prior to event to remind them of commitment to speak and to ask for a short biography to use in introducing them to the group.	
9. Team/committee/facilitator arranges and/or decorates room for luncheon.	
10. Team/committee/facilitator introduces speaker during the event.	
11. Team/committee/facilitator takes photographs of event, posts photographs on scrapbook pages (pages enclosed for your convenience), and forwards copies of photographs to area offices.	
12. Team/committee/facilitator distributes participant evaluation to attendees. Completed evaluations are forwarded to area offices.	

Purpose: To provide a hands-on learning experience in cultural diversity.

Conduct Training Exercise	
Action	Date Completed
1. Establish an event team/committee/facilitator in your office to organize and facilitate an event.	
2. Team/committee/facilitator establishes a date for event.	
3. Team/committee/facilitator reserves room for event.	
4. Team/committee/facilitator determines what type of training exercise to conduct.	
5. Team/committee/facilitator researches information for training exercise and develops exercise.	
6. Team/committee/facilitator distributes invitation flyers (original included for reproduction) to employees and posts poster advertising event in office.	
7. Team/committee/facilitator arranges and/or decorates room for event.	
8. Team/committee/facilitator conducts training exercise.	
9. Team/committee/facilitator takes photographs of event, posts photographs on scrapbook pages (pages enclosed for your convenience), and forwards copies of photographs to area offices.	
10. Team/committee/facilitator distributes participant evaluation to attendees. Completed evaluations are forwarded to area offices.	

Purpose: To learn ways to improve outreach efforts to historically under-served groups and emphasize need for expanded outreach efforts.

Host a Field Trip	
Action	Date Completed
1. Establish an event team/committee/facilitator in your office to organize and facilitate a field trip.	
2. Team/committee/facilitator determines the purpose of special emphasis field trip, i.e., visit to Heifer Project International project site, attend Ag Day field day, etc.	
3. Team/committee/facilitator establishes a date for field trip.	
4. Team/committee/facilitator develops an agenda for field trip.	
5. Team/committee/facilitator contacts any landowners/cooperators/producers to be visited during field trip to request permission for a site visit.	
6. Team/committee/facilitator distributes invitation flyers (original included for reproduction) to employees and posts poster advertising event in office.	
7. Team/committee/facilitator arranges transportation for attendees participating in field trip.	
8. Team/committee/facilitator calls landowners/cooperators/producers 1-2 days before event to remind them of the site visit.	
9. Team/committee/facilitator conducts field trip.	
10. Team/committee/facilitator takes photographs of event, posts photographs on scrapbook pages (pages enclosed for your convenience), and forwards copies of photographs to area offices.	
11. Team/committee/facilitator distributes participant evaluation to attendees. Completed evaluations are forwarded to area offices.	

Purpose: To provide information to employees on cultural diversity.

Develop a Bulletin Board Display	
Action	Date Completed
1. Determine a theme for your bulletin board display, i.e., "African American Landowners in XXX County."	
2. Determine what type of things you will display on the bulletin board; i.e., photographs, news or magazine articles, etc.	
3. If necessary, take photographs, gather articles, and design bulletin board display (this is a good job for an Earth Team volunteer).	
4. Team/committee/facilitator takes photographs of bulletin board, posts photographs on scrapbook pages (pages enclosed for your convenience), and forwards copies of photographs to area offices.	
5. Post information on bulletin board.	

Purpose: To provide information to historically under-represented groups on employment opportunities with the Natural Resources Conservation Service.

Attend a Career Fair	
Action	Date Completed
1. Determine which schools to visit to provide information about career opportunities with the Natural Resources Conservation Service. Your recruitment efforts should target under-represented groups. Information on under-represented groups can be obtained from the personnel section in the state office.	
2. Contact the identified school(s) and determine when they will conduct a career fair for students. Ask for registration information. In some cases there is a fee charged to set up a table/display at a career fair. Contact your area office for more information regarding fee payments.	
3. After registration, contact your area office or the personnel/public affairs section in the state office for information on available displays, handouts, etc.	
4. Attend career fair. Share information on careers in agriculture with students.	
5. Team/committee/facilitator takes photographs of career fair, posts photographs on scrapbook pages (pages enclosed for your convenience), and forwards copies of photographs to area offices.	
6. Contact personnel section in the state office to report career fair activities.	

Scrapbook Page

Please use this page to develop a scrapbook for
your special emphasis events.

A picture is worth a thousand words!

U.S. Department of Agriculture
Natural Resources Conservation Service
Mississippi

Event: _____

Event Date: _____

Participant Evaluation

Event: _____

Location: _____

Event Dates: _____

Please rate the following. Circle your choice.

Content: Information presented was clearly understood.

Poor	Fair	Average	Good	Excellent
Comments: _____				

Speakers/Facilitators: Speakers/facilitator(s) were knowledgeable, clear, and enthusiastic.

Poor	Fair	Average	Good	Excellent
Comments: _____				

Learning Environment: Event structure/facilities were conducive to the learning experience.

Poor	Fair	Average	Good	Excellent
Comments: _____				

Applicability: You understand the applicability of the material to your work environment.

Poor	Fair	Average	Good	Excellent
Comments: _____				

Materials: Handouts, videos, etc., are understandable, usable.

Poor	Fair	Average	Good	Excellent
Comments: _____				

Other Comments: _____

Name (optional): _____

Thank you for taking time to comment on today's activities.

**You Are
Invited
to a
Special
Event**

U.S. Department of Agriculture
Natural Resources Conservation Service
Mississippi

Event:

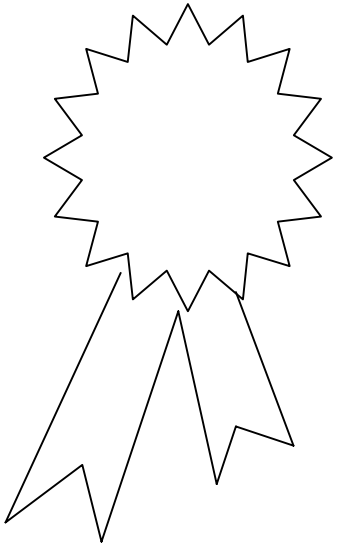
Date:

Time:

Place:

See you there!

Certificate of Participation



Participated In

A Special Emphasis Event

Date

Signature

CULTURAL DIVERSITY - TRAINING EVENTS 'AT A GLANCE'

It's time to brag!

From nominations received from the field, offices will be selected by the State Conservationist for recognition of outstanding participation in special emphasis activities during this fiscal year. This **State Conservationist's Award** will be presented at the year-end awards program.

This is your opportunity to nominate your office! Please complete the following award nomination form and return it with any additional event materials available to your State Civil Rights Committee area representative.

AWARD NOMINATION FORM

Office	Area
Nomination Completed By	Date

My office conducted the following special emphasis event: (check those events your office hosted)

Event	X	Event	X
Luncheon Serving Ethnic Foods		Field Trip	
Guest Speaker		Bulletin Board Display	
Training Exercise		Career Fair	
Other (list)		Other (list)	

Describe the event(s). (Use separate sheet, if necessary, to describe events.)

Who attended the event? (Attach a sign-in sheet if available.)

What was the focus of the event? (Examples: Employment, promotion, training, career enhancement, outreach to customers.)

	Yes	No
Did you take photographs of your event? (Attach photographs.)		
Did you distribute participant evaluation forms? (Attach evaluations.)		

Use the back side of this nomination form to state why your office should receive the **State Conservationist's Award** for participation in special emphasis events.